

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON GOATS, Makhdoom, Farah-281122, Mathura (U.P)
Application for the grant of advance to Govt. Servant intending to avail of Leave Travel Concession for any place in
India/Home Town_____

1.	Name (in block letters)	
2.	Designation & Section to which attached	
3.	Basic Pay :	
4.	Date of first appointment in Central Govt./ ICAR Services.	
5.	Whether the Govt. Servant is on probation from State Govt., If so, state the details.	
6.	Nature and period of leave sanctioned	
7.	Place to be visited	
8.	Nearest Railway Station	
9.	Home Town (to be indicated invariably)	
10.	Whether Travel Concession has been availed before, if so,	
11.	The block year for which the present advance is claimed.	
12.	Whether journey is to be performed with family, if so, the details of journey and family members (Relationship & respective age including the tentative date of departure & Arrival.	
	Name	
i	Radhey Shyam	
ii	Krishna Kumari	
iii	Anju Verma	
iv	Maha Dai	
13.	If the outward journey is to be performed separately by the family and the Govt. Servant himself, state the reasons and the exact date/s on which outward journeys by each are to be commence	
14.	The amount of advance required (the amount of such advance in each case will be limited to 9/10 of the estimated amount which Govt. would have to (reimburse).	
15.	The actual railway class of accommodation in which journey are to be performed by the applicant and his/her family members.	
16.	Whether permanent or Temporary. If Temporary, state name and designation of the Surety .	

Signature of the applicant -----
Designation -----
Telephone No -----
Date -----

I, RADHEY SHYAM hereby certify that (a) the facts stated above are true and correct to the best of my knowledge, (b) the outward journey will be performed within 60 days of grant of advance failing which advance will be refunded immediately. (c) the family members and myself will travel in the class of accommodation as stated above and not in lower class under any circumstances and (d) I will submit the adjustment LTC Bill together with money receipt immediately after my return from leave and not later than one month from the date of completion of return journey.

I shall produce railway/bus tickets within ten days of the drawl of advance to Cash-I Section in support the fact that I have actually utilized the amount for the purchase of tickets.
Certified that my father/mother/parent is/are wholly dependent on me, and is/are residing with me and his/their monthly income is less than Rs. 1500/-.

Signature of the Applicant
Designation _____
Date _____

Important : Whether an advance has been drawn for both the forward and return journey and later it becomes clear that the period of absence from Headquarter is likely to exceed three months of ninety days, one half of the LTC advance **should be refunded to Government forthwith.**
This concession is in lieu of Home Town concession for one block of two years.

No Bus Fare is admissible if the journey have not been undertaken by state owned buses/state Tourism buses. The original bus tickets are produced with the claim, compulsorily.